

CENTRAL INTELLIGENCE AGENCY
INFORMATION REPORT

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COUNTRY	Rumania	REPORT	
SUBJECT	Installation Enterprise No. 19, Bucharest	DATE DISTR.	27 January 1955 25X1
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This is UNEVALUATED Information

THE SOURCE EVALUATIONS IN THIS REPORT ARE DEFINITIVE.
 THE APPRAISAL OF CONTENT IS TENTATIVE.
 (FOR KEY SEE REVERSE)

1. Installation Enterprise No. 19, located at Strada Bibliotecii No. 4, Bucharest, was under the jurisdiction of the Ministry of Construction and Building Materials Industry. The Enterprise had the following organizational set-up: 25X1
 - a. Director
 - b. Assistant Director - in charge of administrative matters
 - c. Chief Engineer - in charge of all technical works. He receives reports from the Production Section and checks on the plan fulfillment. Prepares reports for the Ministry showing progress and difficulties encountered in works of central heating and public sanitation installations.
 - d. Chief Accountant - in charge of all bookkeepers and accountants of the enterprise. He takes joint action with the director relative to any shortcoming or failure under contractual obligations. He draws up the quarterly balance sheet which is revised by the Control Board of the Ministry. His monthly salary is 2,000 lei, in addition to the monthly or quarterly bonuses that all management receives with the Ministry's approval, and according to the degree of plan fulfillment.
2. Installation Enterprise No. 19 had the following services:
 - a. Production Service - Under the director of Engineer Vasiliu, covers all matters relative to production and checks all ventilation and heating equipment. The chief of the production section receives a monthly salary of approximately 2,000 lei. He is responsible for smooth production activities, hires and assigns technical personnel, and is liable for any lowering of quality standards.

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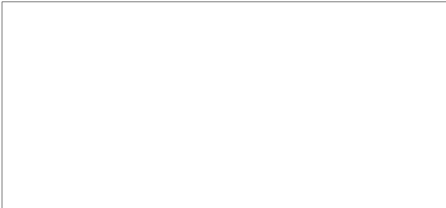
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- b. Technical Service - Prepares installation plans and employs planning engineers and technicians. The average salary ranges between 1,200 and 2,000 lei per month, plus an additional planning bonus which is paid out of a special fund. This fund is equal to three percent of the value of the installation projects. The section employs 7 to 8 engineers and 10 to 15 craftsmen.
 - c. Estimates Service - Estimates the work to be done and the cost. This section employs 2 or 3 bookkeepers, 2 technical advisors, and one engineer.
 - d. Labor and Remuneration Service - Prepares labor norms, workers' time and attendance records and revises norms at the request of the Ministry.
 - e. Cadre Service has the following sections:
 - 1) Personnel Section - Deals with the hiring, placement, management, training and transfer of all personnel.
 - 2) Administrative Section - Handles the employee personnel cards.
 - 3) Social Section - This section is charged with the responsibility of procuring milk for workers employed in hazardous occupations, and special protective clothing such as rubber boots.
 - 4) Judicial Section - This section handles all contracts for work entered into by the enterprise and represents the latter in all matters before the court.
 - f. Bookkeeping Service - Handles all bookkeeping work and registration of financial transactions of the enterprise.
 - g. Financial Service - Handles the collection of money, allocation of funds for payment of employees, payment of taxes, deductions for travel expenses, and payment to the State of all deductions made from workers' salaries.
 - h. Materials and Supplies Service - Receives all installation equipment and materials and dispatches them to workers as needed. The section employs technical assistants who check on the quality, dimensions, and types of equipment ordered by the enterprise.
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